

Republic of the Philippines

DEPARTMENT OF EDUCATION Cordillera Administrative Region

Schools Division Office

Lagawe, Ifugao, 3600



DIVISION MEMORANDUM No. 196 s. 2017

TO:

Elementary and Secondary School Heads

All Unit Heads This Division

FROM:

FELIFE L. BALLITOC

OIC- Schools Division Superintendent (Luy

SUBJECT:

Submission of Application to the Screening of Applicants to the National Educators

Academy of the Philippines (NEAP) Facilitators' Pool

DATE:

July 19, 2017

- 1. In view of the conduct of screening of applicants to the National Educators Academy of the Philippines (NEAP) Facilitators' Pool at the NEAP-CAR, Wangal, La Trinidad Benguet on August 2 -4, 2017, the Schools Division Office announces the call for the submission of application to the HRD Office, SDO Ifugao on or before July 26, 2017. Qualified applicants (6) will be recommended to the DepEd Regional Office to join the screening.
- 2. Applicants should possess the following qualifications:
 - a. Permanent personnel, preferably Head Teacher, Principal, EPS II, SEPS, PSDS, EPS
 - b. Physically fit individuals and preferably 55 years old and below
 - Must have been trained as trainer/facilitator;
 - d. Must have a performance rating of VS for the last two years; and
 - e. Must be computer literate.
- 3. Applicants should submit to the Human Resource Development Unit € he following documents on or before July 26, 2017.
 - a. Application form (Annex 1)
 - b. Character Reference (Annex 2)
 - c. Medical Certificate from accredited government physician/hospital indicating physical fitness to train and travel
 - d. Performance rating for the past two years
 - e. Letter of recommendation from immediate head (Annex 3)
 - f. Letter of commitment signifying willingness to train anywhere in the country (Annex 4)
 - g. Certificate of no pending criminal and/or administrative case from the division
 - h. Certificate of participation/completion/attendance to training of trainers program attended
 - Certificate of recognition/commendation/merit given as facilitator, trainer, resource speaker etc. These certificates should support the list provided in the application form.
- Qualified applicants will be notified.
- 5. For immediate dissemination.



NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES (NEAP)

DepEd Complex, Meralco Avenue, Pasig City

NEAP FACILITATORS' POOL

APPLICATION FORM

ast Name:	First Name:		Middle Name:
Birth date (Month/day/year)	The second secon	Sex:	
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OSRION:	Management and Facilitation	Attended (Uses additional sheets if necessary) Provider
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Please attach certified photo copies of certificates of attendance/participation/completion/appreciation Recognition as supporting documents.

NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES (NEAP)

DepEd Complex, Meralco Avenue, Pasig City

CHARACTER REFERENCE

CONFIDENTIAL

One copy to be filled-out by the immediate supervisor and another by a co-worker or peer. Filled-out copies should be signed and placed in a mail envelop before submission to the Division Screening Committee

Name of Nominee:	Posi	ion:	nacont proprieties and deviately for anno consistency for more traditional vision in a	AND THE RESIDENCE OF THE PROPERTY OF THE PROPE
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2. In what connection, or unde	r what circumstances	, have you kn	own him/her?	egan kerrinda ang disamban yang salaman.
3. Please rate the nominee in to program performance. The check wish, you may also write a separ	klist below is intended	to facilitate y	Off. 988688 une	critical to ent. If you
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LETTER OF RECOMMENDATION TEMPLATE

LETTER HEAD

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Mr./Ms								
Chair, Division Screening Committee	siatot:							
Address								
Sir/Madam:					# # - #			
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Educators Academy of the Philippines (Office)	(NEAP)	Facilit	stors'	Pool.	S/he	has	been	with the
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LETTER OF COMMITMENT TEMPLATE

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SDS Division Address

Sir/Madam:

This is to signify my commitment if I qualify as a member of the National Educators Academy of the Philippines (NEAP) Division Facilitators' Pool, to make myself available for training programs that would require my expertise and services.

Thank you very much.

Very truly yours,

Signature over printed name
Position